Table of Contents

DOWNLOAD G1003 TEMPLATE..... 2

Step 1: Navigate to GA TAX INFO and click "Templates"..... 2

Step 2: Select Withholding G-1003 3

Step 3: Click the template link 4

Step 4: View and populate the excel template 5

IMPORT G1003 TEMPLATE.....6

Step 1: Log in to GTC (https://gtc.dor.ga.gov) 6

Step 2: Click on the Withholding Tax ID Number hyperlink 7

Step 3: Click the "Return List" hyperlink..... 7

Step 4: Click "File Return" for Return Form G1003 8

Step 5: Click "Import" 8

Step 6: Click "Choose File" 9

Step 7: Select your completed template and click "open" on the browser window 9

Step 8: Click "Import" 10

Step 9: Click "Submit".....10

Step 10: Confirm your submission by clicking "Yes". 11

Step 11: Confirmation Page 11

INTRODUCTION

Businesses can use GTC to import the Annual G1003 Withholding File. This is one method of submission for files with up to 25 employees. DOR templates can be downloaded from http://dor.georgia.gov and select the Templates tab.

Follow these instructions to import any XML FILES (i.e. Motor Fuel) and tax templates accessed through the link illustrated below in Step 1.

*****NEW TO FILING PAYROLL TAXES? NEED TO KNOW WHAT TO FILE? Check out the Employer's Tax Guide for definitions and explanations of all requirements, forms, tables and tips.**

DOWNLOAD the G1003 TEMPLATE

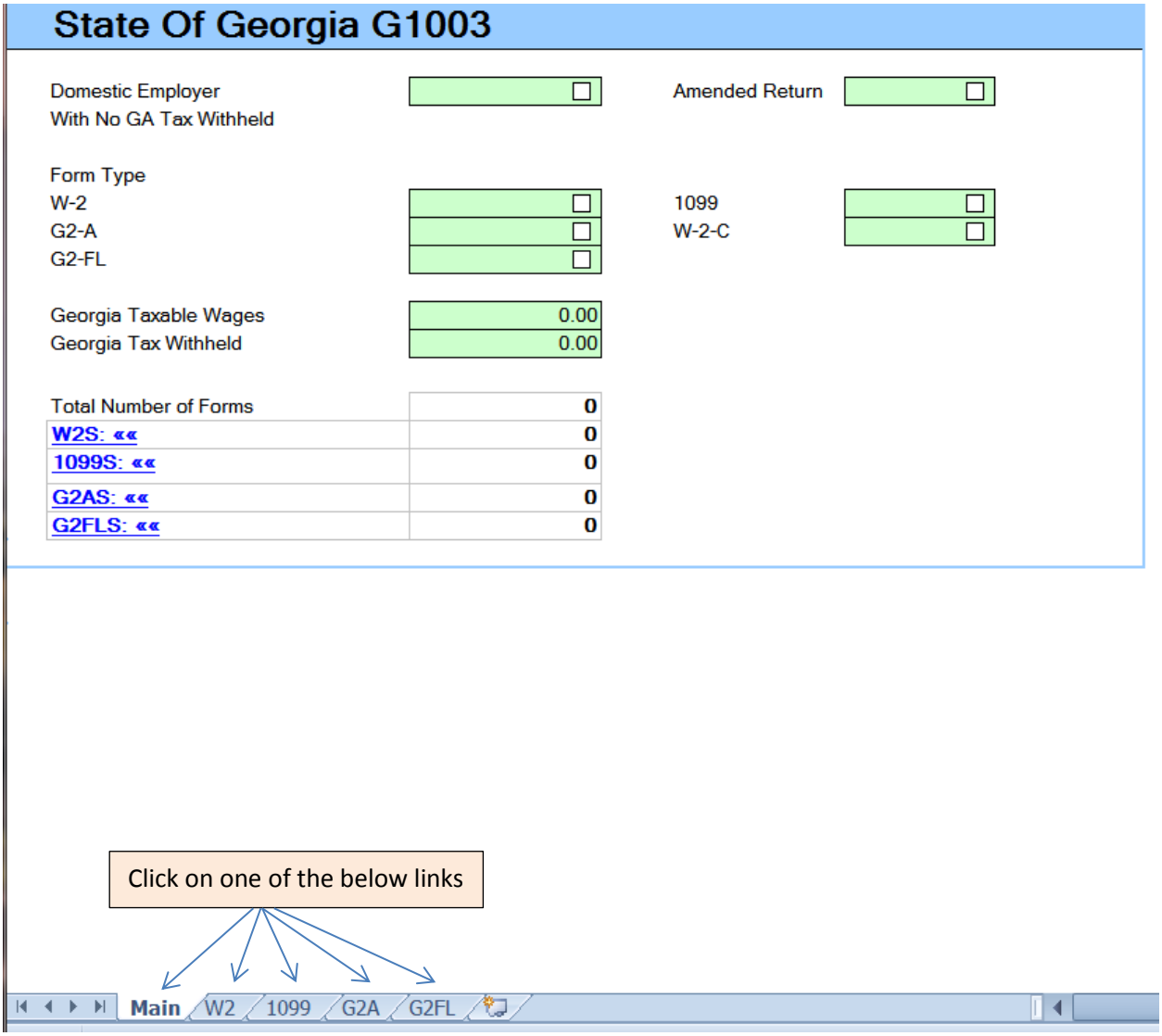
Step 1: Navigate to http://dor.georgia.gov and click "Taxes", and then click "Georgia Tax Center Info"

Click "Tax Templates"

Step 2: Select Withholding G-1003

Step 3: Click on the Attachment

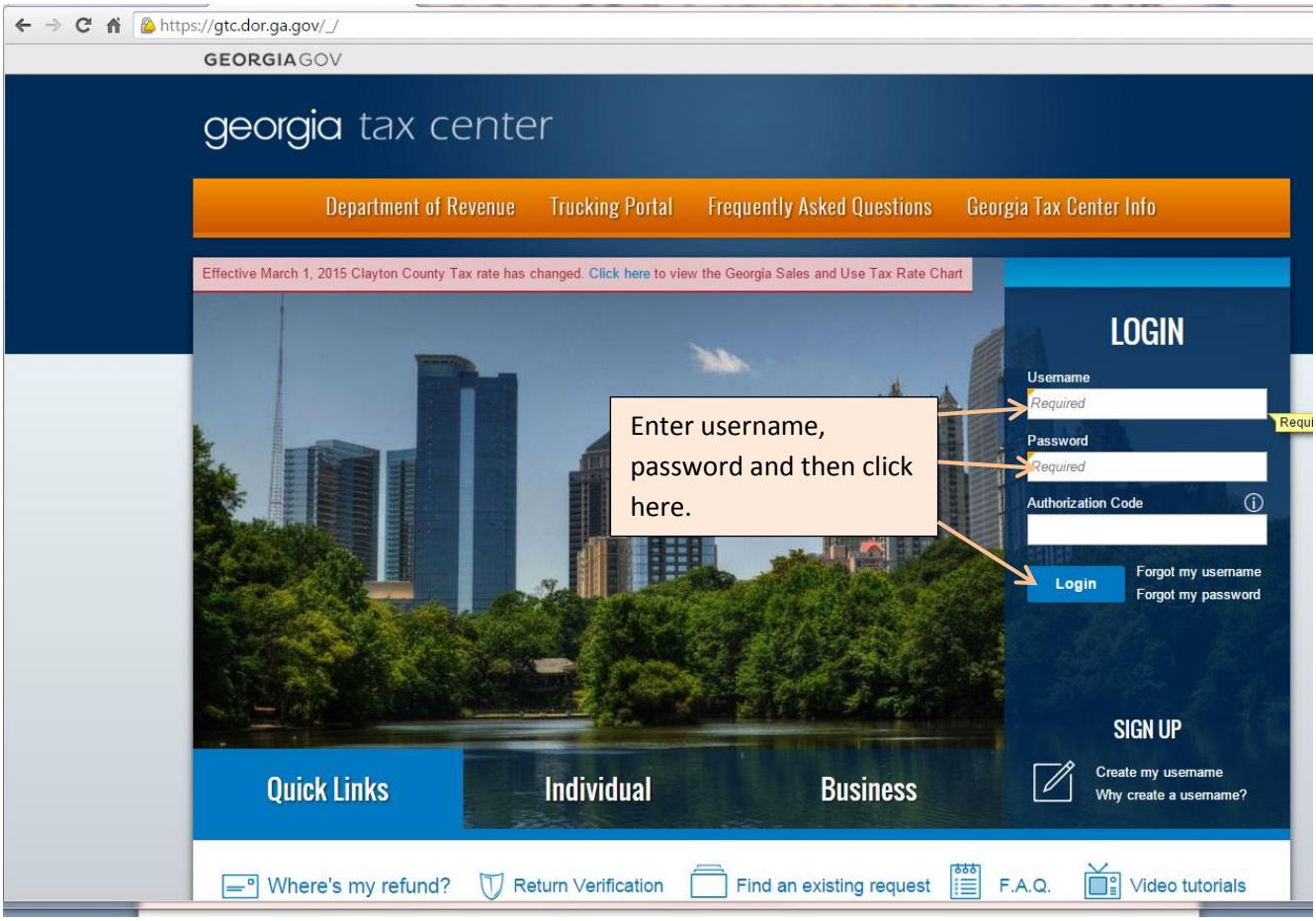
Step 4: View and populate the EXCEL template



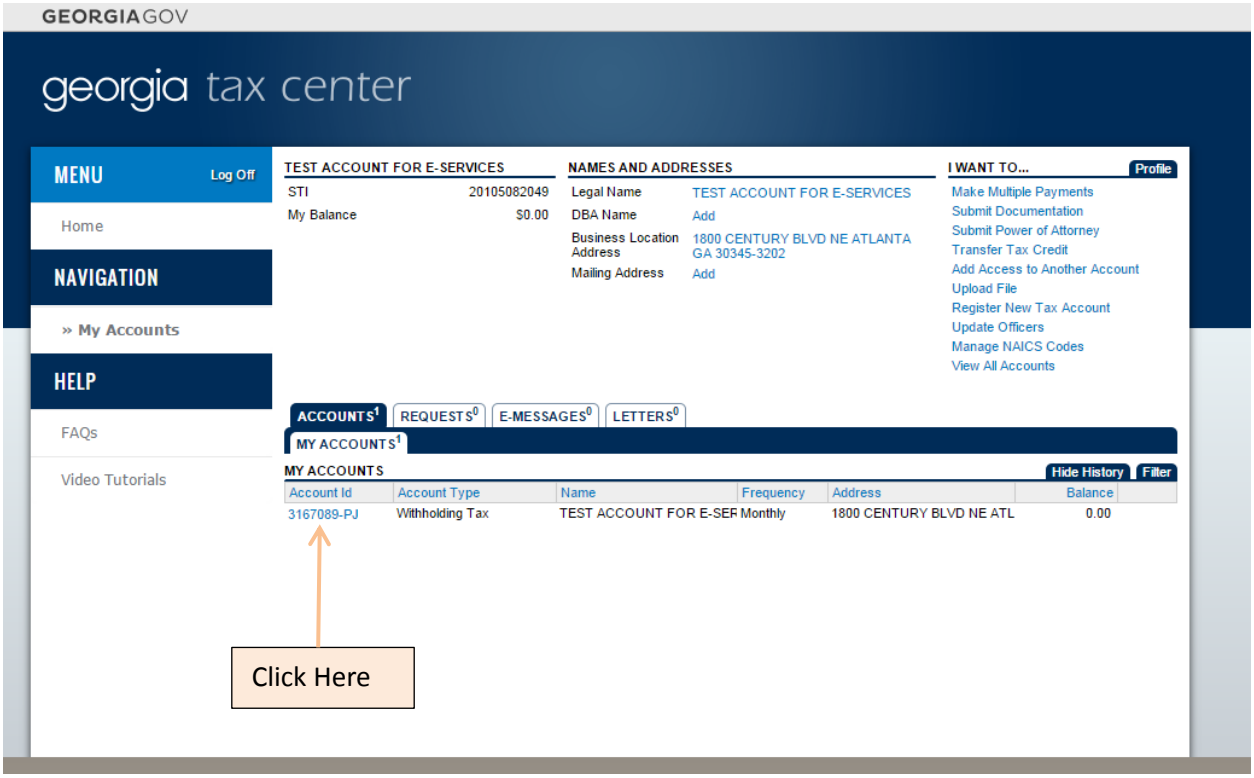
Click on above links to navigate to the appropriate tab.

NOTE: When entering the social security number in the W2S tab, do not use dashes.

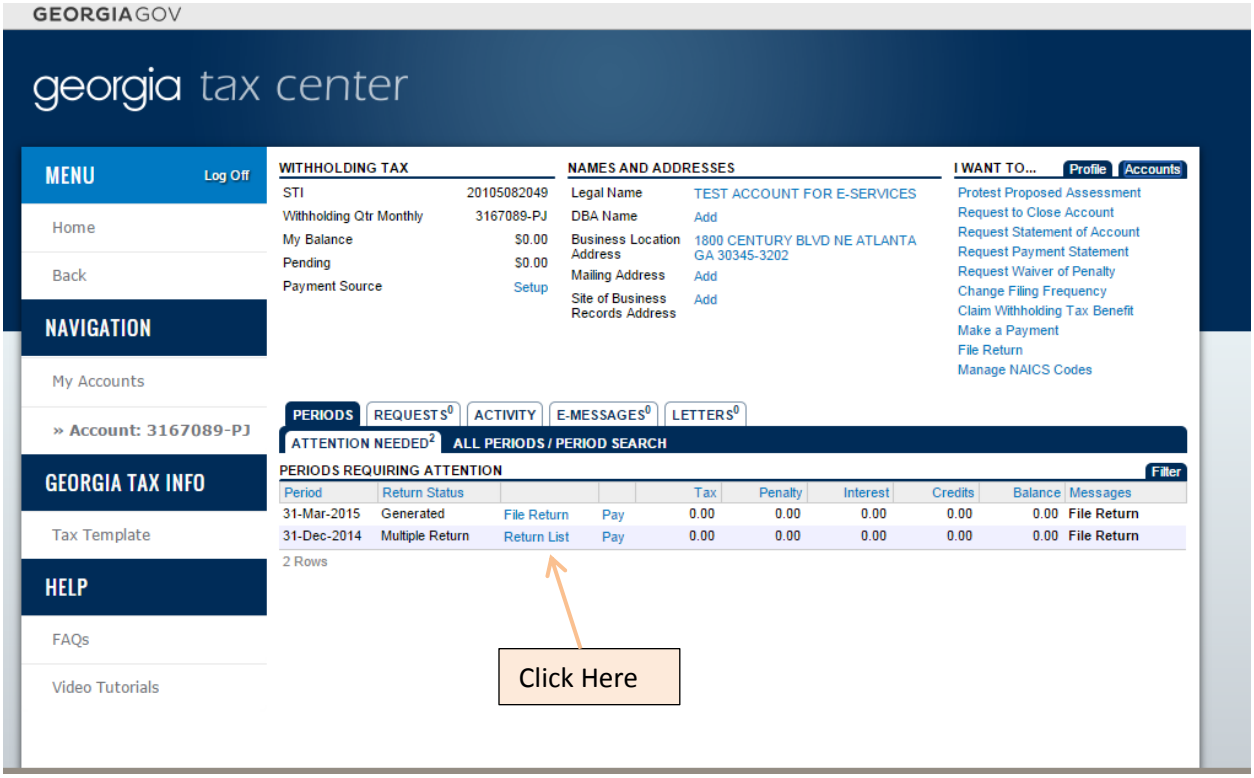
Step 1: Log in to GTC (https://gtc.dor.georgia.gov)



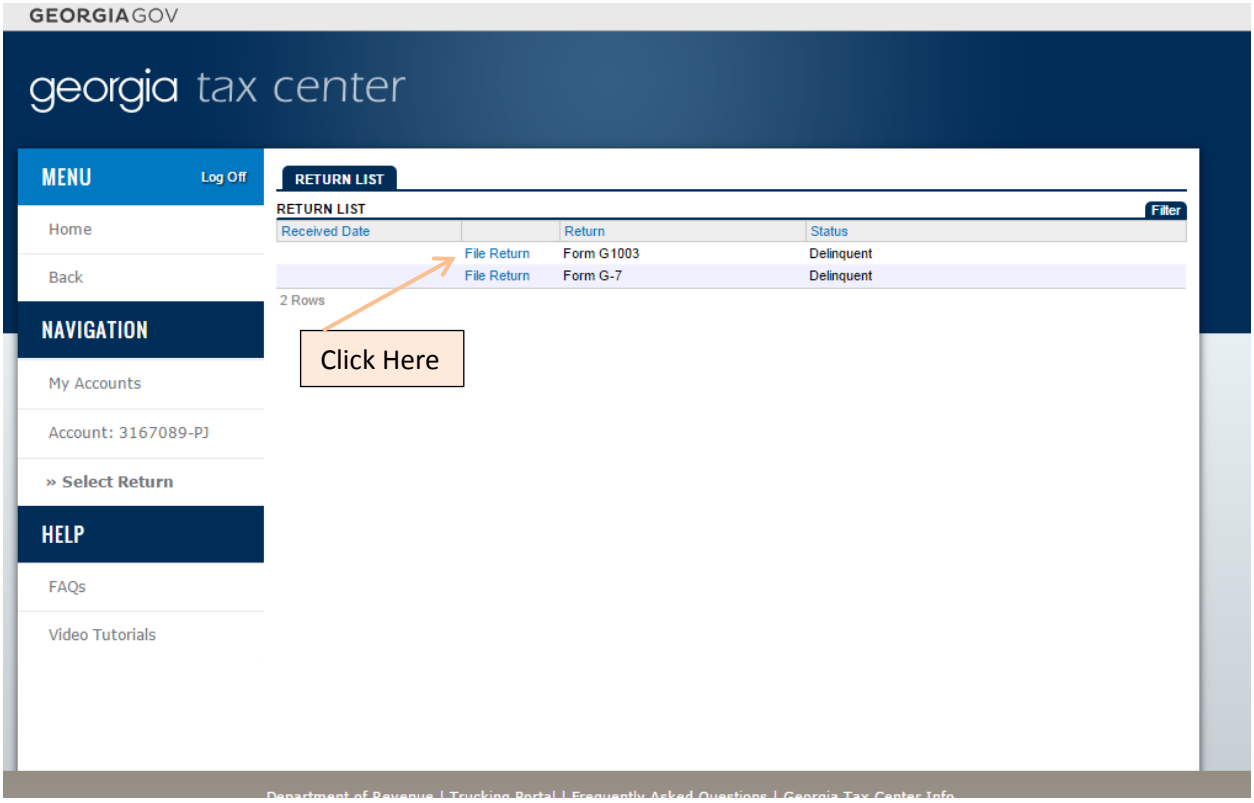
Step 2: Click on the Withholding tax ID number hyperlink



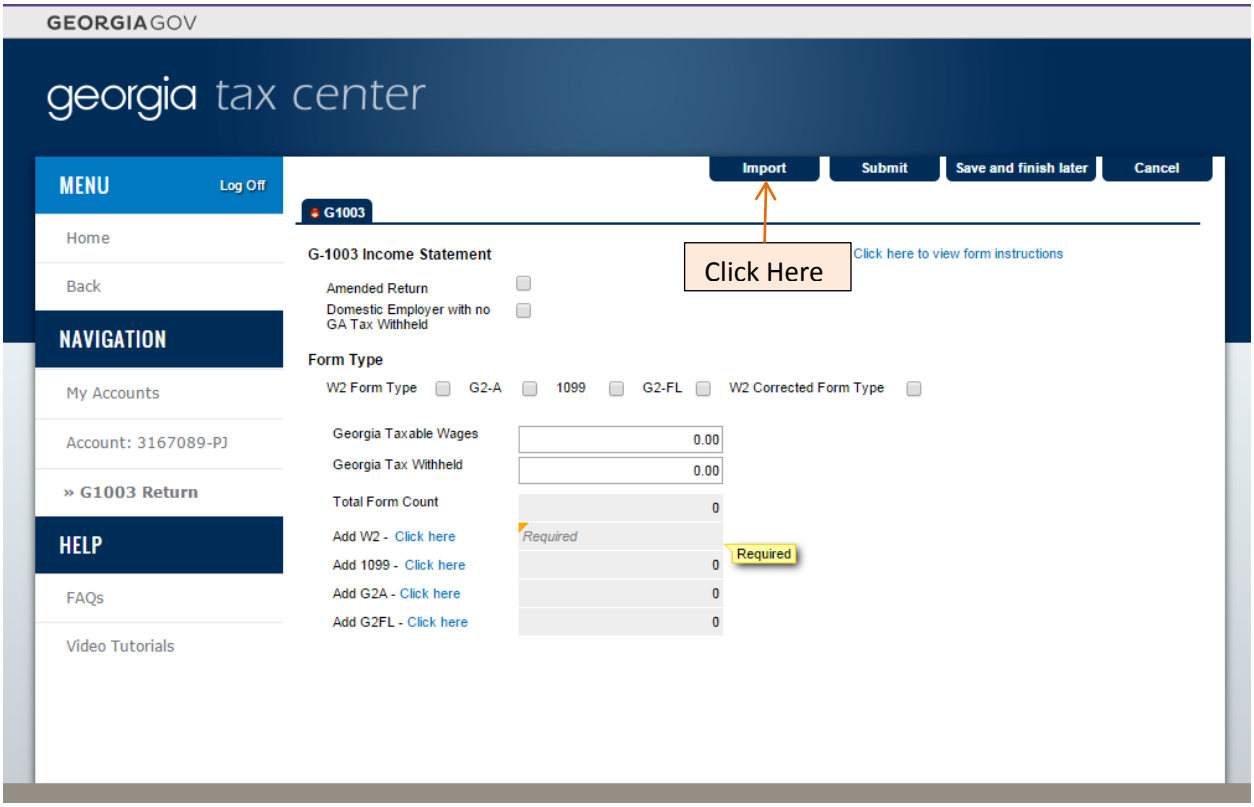
Step 3: Click the "Return List" hyperlink



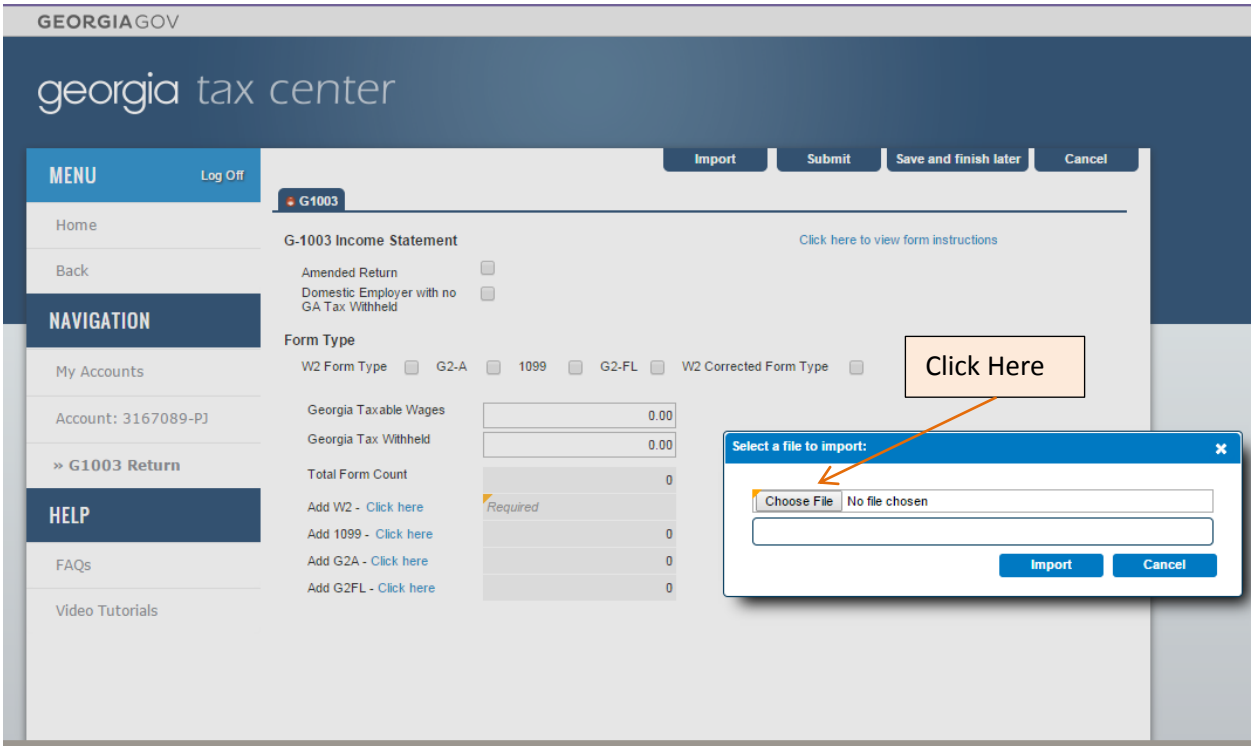
Step 4: Click "File Return" for Form G1003



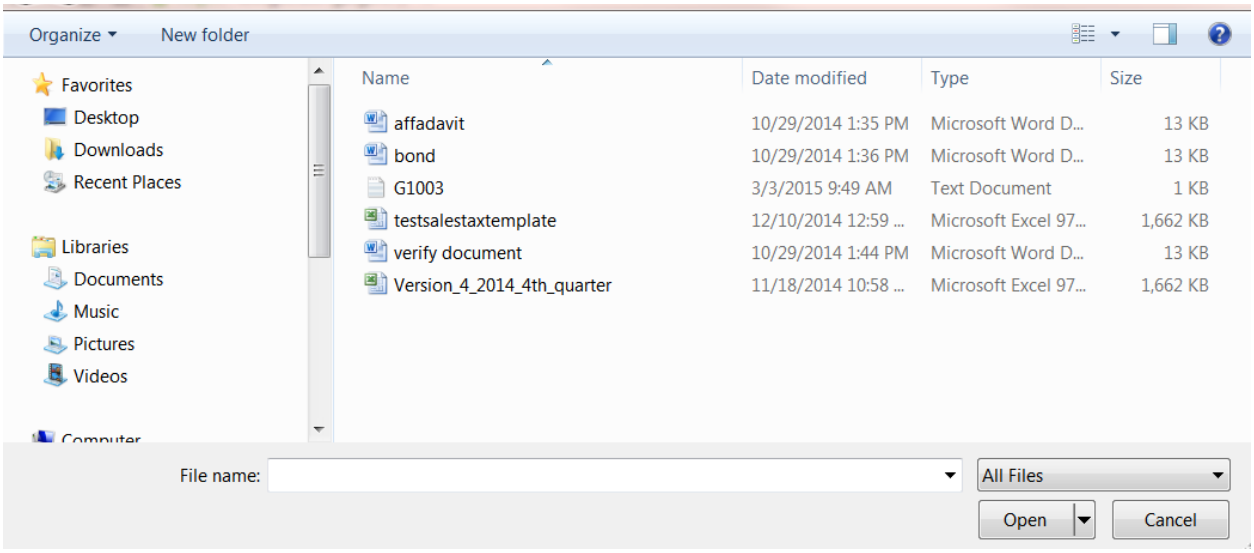
Step 5: Click "Import"



Step 6: Click "Choose File"

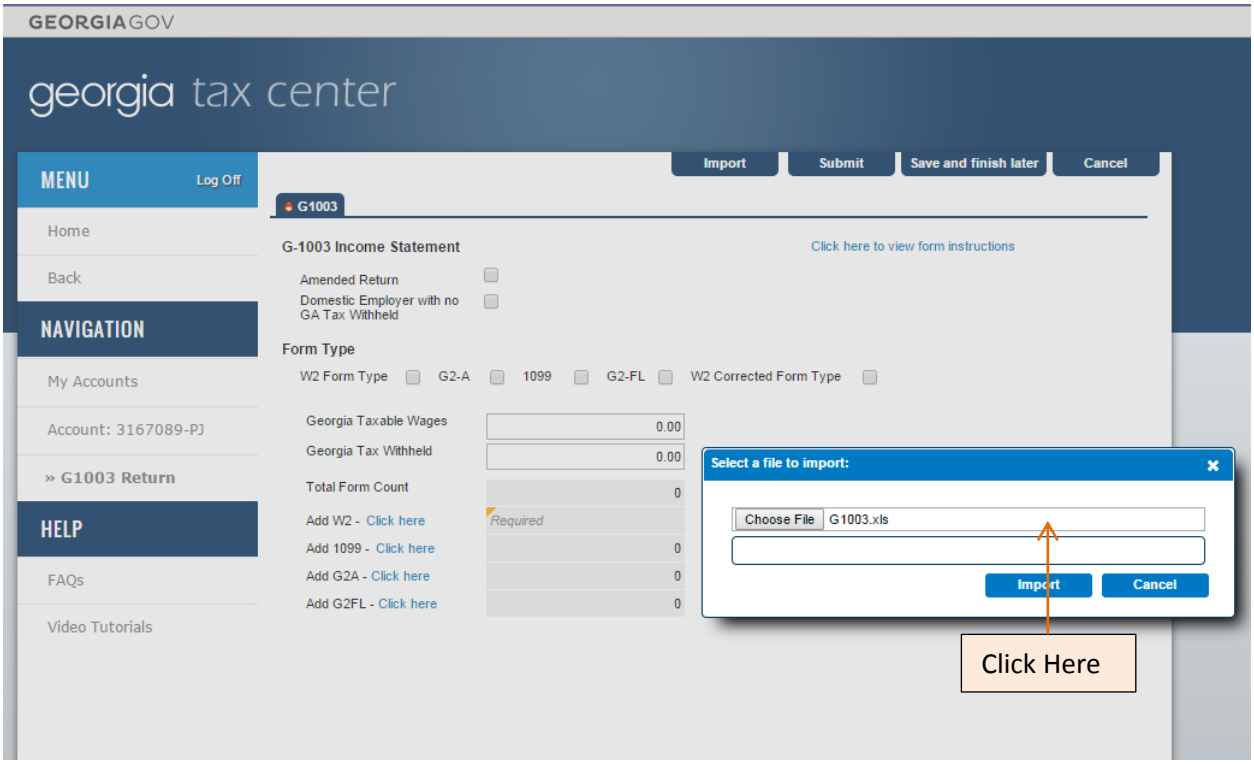


Step 7: Select your completed template
Double click on the template



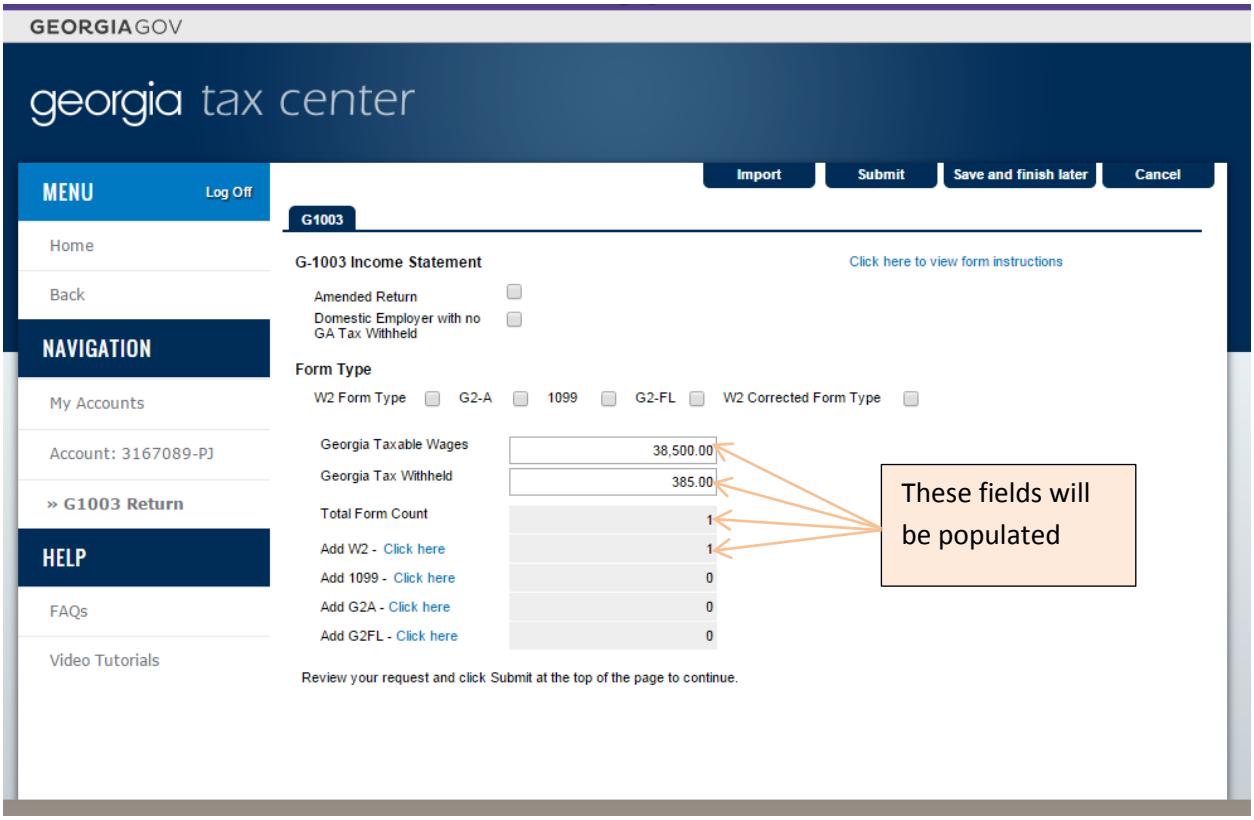
Step 8: Click "Import"

The selected file name will display in the shaded box. When you are ready to proceed, click "Import"

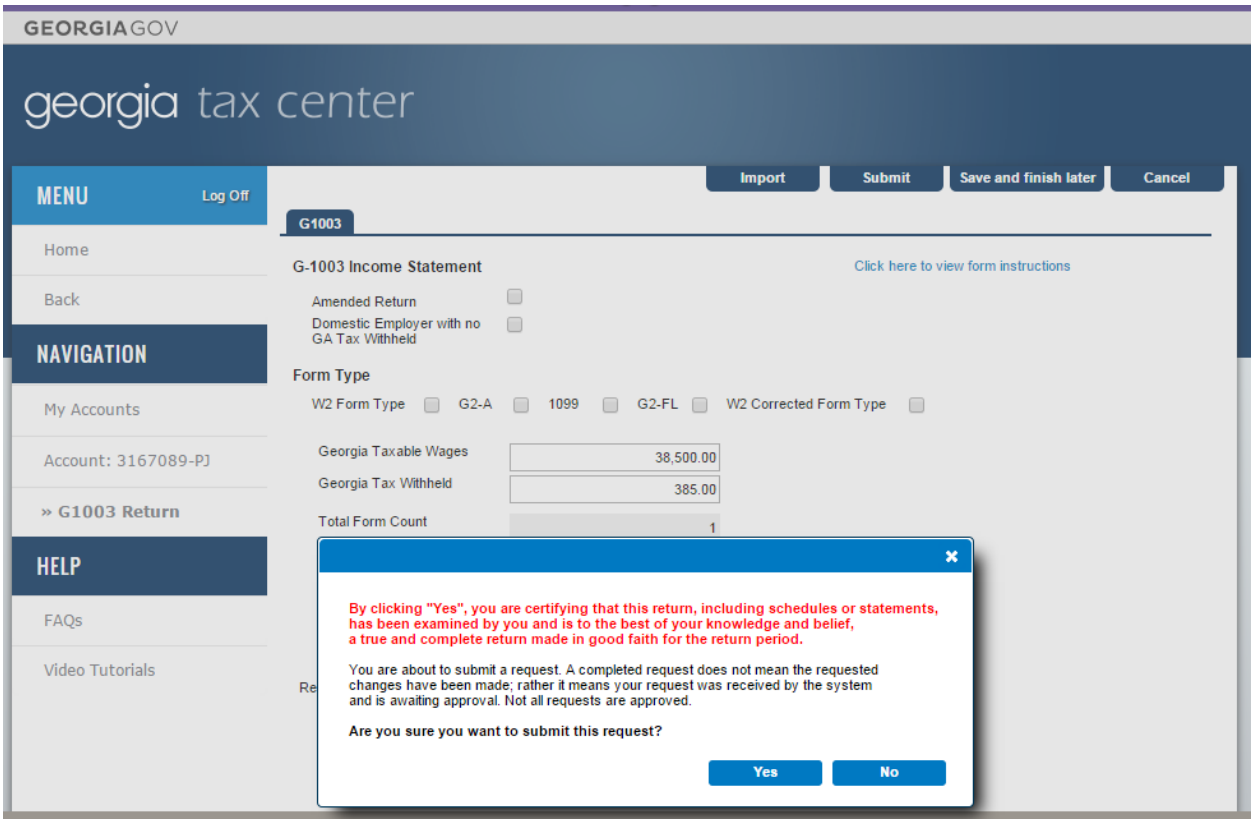


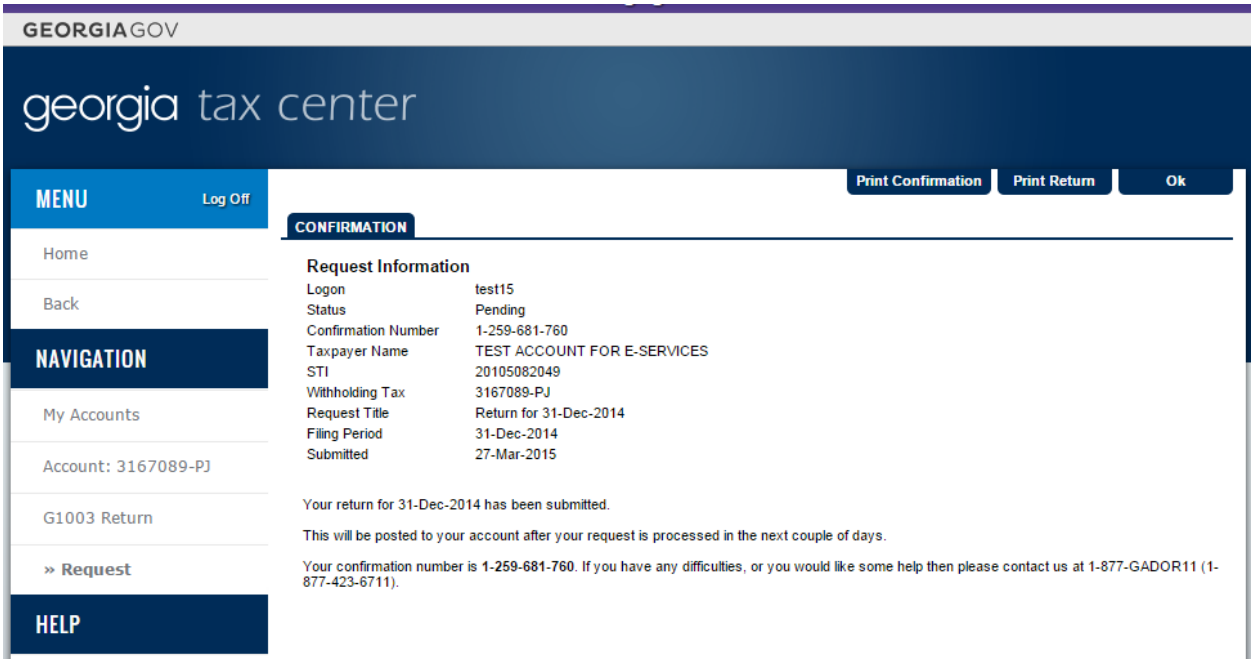
Step 9: Click "Submit"

Note: If the entries are correct in the template, then the variables will be populated.



Step 10: Confirm your submission by clicking "Yes"



Step 11: Confirmation Page

You can print the confirmation page, and or a copy of the return. Click OK to return to the main page. The import process is now complete.